

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

TELECOMMUNICATOR TRAINEE - 45325

Monthly Salary Range: \$2461 - \$3362

No Option – Regular Test

SS Option – Spanish Speaking

All selected options may be listed on one application.

General duties: A Telecommunicator Trainee participates in an agency sponsored training program for a period not to exceed twelve (12) months in Law Enforcement Telecommunications applications designed to develop familiarization with the usage of two-way radio, teletype and computer equipment.

Desirable training and experience: High school graduation; or any equivalent combination of training and experience.

Knowledges tested: Written Instructions; Interpersonal Skills; English Usage; Map Reading; Taped simulated emergency dispatches testing mental recall and mental recall amidst distraction.

Tests and weights: Automated multiple-choice test weighted 43% and performance test weighted 57%. A candidate must also pass a qualifying typing test from copy at a net rate of 30 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for performance test: Typing tests are available at the Champaign, Chicago, Marion and Rockford test centers. This test will be given only at the times and places listed below.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 12:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Length of eligibility period: One year.

Option SS - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Champaign, Cook, Effingham, Iroquois, Kane, La Salle, Livingston, Madison, McDonough, Perry, Pike, Pulaski, Rock Island, Sangamon, White, Whiteside, Will, Winnebago, Woodford.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.